PES318:SOFT SKILLS-I

L:1   T:2   P:0   Credits:3

Course Outcomes: Through this course students should be able to

CO1 :: analyze industry needs and develop professional ethics

CO2 :: apply communication skills to meet interview

CO3 :: practice understand attitude and its application in career progression

CO4 :: discuss online and offline branding to amplify presence in the market(

CO5 :: construct skills, abilities, and interests to match the industrial expectation

CO6 :: analyze analyze the topic knowledge and assess leadership qualities

Unit I

Imbibing Soft Skills : Introduction to soft skills and their significance; importance of professional attitude; grooming; interpersonal communication; adaptability; time management; and teamwork. Introduction to the Vision Board

Unit II

Know yourself : understand self-evaluation, creating a SMART goal sheet, designing an action plan, and SWOC analysis.

Unit III

Communication Skills : introduction to communication skills, verbal communication, non-verbal communication, para verbal communication, barriers to communication, techniques and tips to improve communication, how to strike a social conversation, and creating an e-portfolio.

Unit IV

Group Discussion : introduction to group discussions, idea generation techniques (SPELT, KWA, brainstorming, POPBEANS, VAP), types of group discussion, picking the right strategy, dos and don'ts of group discussion.

Unit V

Personal branding : Introduction to self-branding, various platforms for self-branding, offline branding (CV building—elements of creating an effective CV), online branding (GitHub, LinkedIn, video CV overview—with respect to the job description) A custom CV as per JD will outline the responsibilities, qualifications, and skills required for a specific job position.

Unit VI

Interaction skills : self-introductory conversation, developing critical thinking for academic discovery, navigating interview formats with interactive techniques- basic, goals, introduction , justifying strengths etc. , building trust: power of face-to-face meetings, small talk networking, using AI tools to understand the behavioral questions.

References:

1. SOFT SKILLS: KNOW YOURSELF AND KNOW THE WORLD by DR. K. ALEX, S Chand Publishing

2. 2. PERSONALITY DEVELOPMENT AND SOFT SKILLS by BARUN K. MITRA, OXFORD UNIVERSITY PRESS

3. THE ACE OF SOFT SKILLS: ATTITUDE, COMMUNICATION AND ETIQUETTE FOR SUCCESS by GOPALASWAMY RAMESH AND MAHADEVAN RAMESH, PEARSON

4. SOFT SKILLS FOR EVERYONE by JEFF BUTTERFIELD, Cengage India Private Limited